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Kansas State Board for Examination  
and Registration of Nurses

Rules and Regulations. 1947

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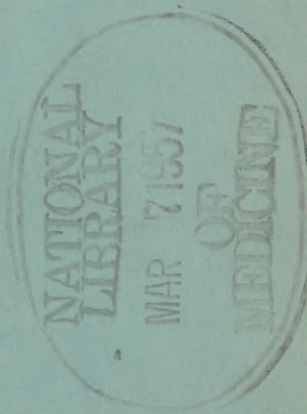






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**Rules and Regulations**  
*For*  
**Examination and Registration  
of Nurses**



**KANSAS STATE BOARD  
FOR  
EXAMINATION AND REGISTRATION  
OF NURSES**



**Revised Edition  
1947**



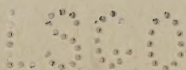
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THE KANSAS STATE BOARD FOR  
EXAMINATION AND REGISTRATION  
OF NURSES

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# RULES AND REGULATIONS

## OF

### THE KANSAS STATE BOARD FOR EXAMINATION AND REGISTRATION OF NURSES

#### Article 1.—REQUIREMENTS FOR EXAMINATION AND REGISTRATION OF NURSES

60-1-1. *Registration.* Registration in the state of Kansas shall be had pursuant to the laws of the state of Kansas, either by examination or by reciprocity, to those persons possessed of the general qualifications herein required. (Authorized by section 65-1101 of the General Statutes of 1935; compiled August 14, 1947.)

#### 60-1-2. *General Qualifications.*

- A. An applicant for registration as a nurse must meet the following requirements and qualifications:
1. Have declared an intention of becoming a citizen of the United States.
  2. Be possessed of a good moral character.
  3. Have attained the twenty-first birthday.
  4. Have completed at least four years of high-school education or its equivalent.
  5. Be a graduate of an accredited school of nursing.
  6. Pay a fee of \$15 to the secretary-treasurer.
  7. Satisfactorily pass an examination held by this Board, or show qualifications to be entitled to register by reciprocity.
  8. Receive the affirmative vote of a quorum of the Board.

(Authorized by section 65-1101 of the General Statutes of 1935, and section 65-1102 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-1-3. *Registration by Examination.*

- A. The applicant for registration by examination shall file with the secretary-treasurer of the Board, not later than two full weeks preceding the examination, the following:
1. A written application on a form adopted by the Board with the *full* name and address of the applicant subscribed thereon.
  2. A photograph of the applicant, taken within sixty days prior to the making of application, which shall be exactly three by four inches and shall have the applicant's full name subscribed upon the front thereof and a certificate of the photographer upon the reverse side showing the time and place such picture was taken.
  3. Affidavit of the superintendent of nurses, or some other qualified officer of the school of nursing, that the photograph contains a likeness of the applicant and that the applicant is the identical person who received training at such school of nursing.
  4. There must have been filed with the secretary-treasurer at the time of enrolling in the school of nursing a transcript of grades showing at least fifteen units of credit of high school, academy, private school or any institution of approved high-school standing. If the applicant did not receive training in Kansas, then such high-school tran-

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script must accompany the application for examination.

5. Submit a diploma showing that the applicant is a graduate of an accredited school of nursing. (Such diploma or affidavit may be presented at the time of taking the examination.)
6. A certificate signed by at least two registered nurses showing that the applicant is possessed of a good moral character.
7. Payment of the fee of \$15 in some manner other than personal check.

(Authorized by section 65-1101 of the General Statutes of 1935, and section 65-1102 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-1-4. *Examinations.*

- A. Written examinations will include questions in the following subjects:
  1. Anatomy and Physiology.
  2. Chemistry.
  3. Medical Nursing.
  4. Microbiology.
  5. Nursing Arts.
  6. Nutrition and Diet Therapy.
  7. Obstetrics and Gynecological Nursing.
  8. Nursing of Children.
  9. Pharmacology and Therapeutics.
  10. Psychiatric Nursing.
  11. Social Foundations of Nursing.
  12. Surgical Nursing.
- B. Applicants for examination will be assigned a number which shall be used by the applicant to identify all examinations. The name of the applicant to which such number is assigned shall be placed on a tabulation card, sealed, and shall remain unknown to this Board until all examination papers have been graded.
- C. No registration shall be granted on the basis of examinations unless such applicant makes a general average of seventy-five percent and does not fall below sixty-five percent in any one subject.
- D. *Unsuccessful Applicants.*
  1. If the applicant fails to make an average of seventy-five percent, all subjects wherein the grade was below seventy-five percent shall be taken over. If the required average has been made, but the applicant has fallen below the passing grade of sixty-five percent in one or more subjects, then all subjects below sixty-five percent must be taken over.
  2. Applicants failing in the initial examination shall be admitted for one additional reexamination within two years without the payment of an additional fee. For each additional reexamination the applicant shall pay a fee of five dollars (\$5).
- E. Any applicant cheating or attempting to cheat during the examinations shall be deemed not possessed of a good moral character and registration shall be refused.

(Authorized by section 65-1101 of the General Statutes of 1935, and section 65-1102 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-1-5. *Registration by Reciprocity.*

- A. Registration as a nurse may be granted without an examination to any person who has been duly registered as a professional nurse in any other state, provided such applicant possessed the qualifications for registration established by the laws of the state of

Kansas and rules of this Board in effect at the time such person became registered in such other state.

- B. Applications for registration by reciprocity shall be made upon forms approved by the Board.

(Authorized by section 65-1101 of the General Statutes of 1935; compiled August 14, 1947.)

#### 60-1-6. *Certificate of Registration.*

- A. To all applicants who have met the requirements of the laws of the state of Kansas and the rules and regulations of this Board and successfully passed an examination or have been granted reciprocal registration, there shall be given a certificate of registration which shall be signed by each member of this Board and authenticated by the official seal.
- B. All persons receiving a certificate of registration are required, under the laws of the state of Kansas, to cause a copy thereof to be filed with the county clerk in the county of residence, together with an affidavit of identity of the holder of such certificate.

(Authorized by section 65-1102 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-1-7. *Annual Renewal of Registration.*

- A. Every person now or hereafter registered as a nurse who shall desire to engage in the practice of nursing following the expiration of his or her current registration in this state, shall on or before the first day of December of such year make written application for renewal of such registration for the succeeding calendar year to the secretary-treasurer of said Board upon a form to be furnished by said secretary-treasurer upon request.
- B. Said form shall contain such pertinent information as may be required by said Board, and every person who shall desire to engage in the practice of nursing shall accompany said application with annual renewal fee of one dollar (\$1).
- C. Said Board upon receiving such application and renewal fee and finding the applicant to be entitled to renewal registration, shall grant renewal registration to such applicant and issue to such applicant a certificate of annual renewal registration.

(Authorized by section 65-1102 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-1-8. *Lapse of Registration for Nonpayment of Annual Fees.*

- A. The registration of a nurse in the state of Kansas shall become lapsed when the holder thereof fails to pay the annual fee for renewal of registration for each calendar year.
- B. Such lapse of registration may be renewed by making verified application therefor on a form to be provided by said Board, and upon furnishing such additional material, facts and information as may be required by the Board, and showing that the registrant has not practiced nursing in this state since the expiration of his or her former registration, and by paying to said Board a renewal fee of five dollars (\$5).

(Authorized by section 65-1102 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-1-9. *Reciprocity from this State.*

- A. The secretary-treasurer is empowered to certify for, and on behalf of this Board, all necessary certificates



required by those persons registered by this Board who desire to obtain registration by reciprocity in any other state.

- B. The secretary-treasurer shall make a charge of two dollars (\$2) for all necessary state endorsements for reciprocity, which shall be paid into and become a part of the fee fund of this Board.

(Authorized by section 74-1102 of the General Statutes of 1935; compiled August 14, 1947.)

#### 60-1-10. *Duplicate Certificates of Registration.*

- A. When any certificate of registration heretofore regularly issued by this Board has been lost or destroyed, the secretary-treasurer is empowered to issue a duplicate certificate to the proper holder thereof.
- B. Before issuing such duplicate certificate of registration there shall be filed with the secretary-treasurer an affidavit of the certificate holder showing the date of issuance, registration number of certificate issued, and a statement of the circumstances surrounding its loss or destruction. The secretary-treasurer may require such additional proof as she deems reasonable and necessary.
- C. If the secretary-treasurer finds that the applicant for such duplicate certificate of registration is a properly registered nurse, and that the original certificate of registration has been lost or destroyed, she shall issue a certificate of registration, designated as a duplicate, upon payment of the sum of two dollars (\$2), which shall become a part of the fee fund of this Board.

(Authorized by section 74-1102 of the General Statutes of 1935; compiled August 14, 1947.)

#### 60-1-11. *Change of Name.*

- A. Should any registered nurse alter her name through marriage, divorce, religious orders or for any other reason, to a name different from that under which registration was obtained, it shall become the duty of such registered nurse to certify full information concerning such a change of name to the secretary-treasurer of this board upon forms approved by the Board.

(Authorized by section 74-1102 of the General Statutes of 1935; compiled August 14, 1947.)

#### 60-1-12. *Revocation of Registration.*

- A. The registration of a graduate nurse may be revoked by this Board when the holder:
  - 1. Is grossly incompetent.
  - 2. Is guilty of violating any provision of the act relating to the registration and examination of nurses.
  - 3. Commits any act that is derogatory to morals.
  - 4. Commits any act that is derogatory to the standing of the profession of nursing.
- B. Acts which shall be deemed by this Board to be derogatory to morals and derogatory to the standing of professional nursing shall be:
  - 1. Any unlawful practice of medicine or surgery by a registered nurse.
  - 2. Aiding, abetting or assisting any one engaged in the unlawful practice of medicine or surgery.
  - 3. Acting as a surgical nurse for one not authorized by law to perform operations.
  - 4. Convicted of any crime involving moral turpitude.
  - 5. Becoming addicted to the liquor or drug habit to such a degree as to render her unfit to practice nursing.



C. *Procedure for Revocation of Registration.* The following procedure shall be followed by the Board in all revocations of registration for cause:

1. Whenever a verified, written complaint is properly filed stating in detail one or more grounds for revocation of registration, it shall receive the consideration of the Board.
2. If probable cause for revocation appears, the Board shall direct the secretary-treasurer to cause to be served upon the holder of the registration, a notice stating that at the time and place therein specified, not less than thirty days after service of notice, a hearing will be had before the Board for Examination and Registration of Nurses upon said complaint. A verified copy of said complaint shall accompany the notice and the notice shall be served personally upon the respondent named therein.
3. At the time and place specified in the notice of hearing the Board shall convene and hear the evidence introduced by the complaining witness. The respondent shall be allowed to introduce any evidence material to the hearing, and shall have the right to be represented by counsel. The hearing may be continued from time to time without further notice.
4. After final hearing of all the evidence and materials presented to the Board, the Board shall make written order<sup>d</sup> of its findings, and if the Board finds that such complaint and evidence are sufficient to warrant the revocation of the registration, it shall order the registration to be revoked and set aside.

(Authorized by section 65-1110 of the General Statutes of 1935, and also section 74-1102 of the General Statutes of 1935; compiled August 14, 1947.)

60-1-13. *Reinstatement of Registration After Revocation.*

- A. Any person whose registration as a professional nurse has been revoked for cause after complaint and hearing by the Board, may make application for reinstatement.
- B. Such application for reinstatement can be made at any time not less than six months after revocation.
- C. Such application for reinstatement shall be in writing and state fully the reason why such registration should be reinstated.
- D. At the next regular meeting of the Board after receipt of such application for reinstatement the Board may make such inquiry and require such proof as it deems necessary and shall enter such order in the premises as it deems just, proper and warranted by the matter submitted to the Board.

(Authorized by section 65-1110 of the General Statutes of 1935, also section 74-1102 of the General Statutes of 1935; compiled August 14, 1947.)

60-1-14. *Violations of Laws Relating to the Registration of Nurses.*

- A. Any person who shall have complied with the provisions of the laws of this state and shall have received a certificate of registration shall be styled and known as a registered nurse, and be entitled to append the letters "R. N." to his or her name. It shall be unlawful for any person who has not complied with said provisions to hold himself or herself out to the public as a registered nurse, or to append the letters "R. N." to his or her name.

- B. Any person violating any of the penal provisions of the laws of this state relating to nursing shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than fifty or more than two hundred dollars.

(Authorized by section 65-1105 of the General Statutes of 1935, and section 65-1106 of the General Statutes of 1935; compiled August 14, 1947.)

60-1-15. *Unregistered Nurses.*

- A. The laws shall not apply to the gratuitous nursing of the sick by friends or by members of the family, nor to any person nursing the sick for hire who shall not in any way assume to be a registered nurse or a trained nurse.

(Authorized by section 65-1109 of the General Statutes of 1935; compiled August 14, 1947.)

Article 2.—ACCREDITED SCHOOLS OF NURSING

60-2-1. *Registration of Graduates of Accredited Schools of Nursing.*

- A. No person shall be permitted to take examination to become a registered nurse except one who is a graduate of an accredited school of nursing located in the state of Kansas, or is a graduate of a school of nursing located outside of the state of Kansas which complies with standards equal to those of the accredited Kansas schools of nursing.

(Authorized by section 65-1101 of the General Statutes of 1935; compiled August 14, 1947.)

60-2-2. *Definition of an Accredited School of Nursing.*

- A. An accredited school of nursing in Kansas is one which has met the minimum requirements herein specified for an accredited school, has demonstrated its ability to provide an adequate education in nursing, and has been approved by the Kansas State Board for Examination and Registration of Nurses.

(Authorized by section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

60-2-3. *Purposes of Accrediting Schools of Nursing.*

- A. The purposes of accrediting schools of nursing are:
1. To insure prospective students definite basic preparation in nursing.
  2. To insure the graduates of these schools that they will be eligible to write state Board examinations, and qualify for state registration.
  3. To aid in providing a good quality of nursing care.
  4. To stimulate improvements in the administration of schools of nursing and in nursing education.

(Authorized by section 65-1101 of the General Statutes of 1935, and section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

60-2-4. *Policies for Accredited Schools of Nursing.*

- A. A school of nursing will be judged by its entire program. It is not desirable that schools should be standardized, or that they be identical in their performances; but it is expected that all schools of nursing shall meet the minimum requirements set forth in these rules.
- B. In fixing these minimum requirements there has been taken into consideration the fact that a majority of the present schools have voluntarily established a higher standard than is required by these rules.

While the requirements herein specified are considerably less than those voluntarily made by many of the present schools, they are slightly higher than the present policies of some of the schools. It is hoped that the slight raising of standards will result in the enabling of registered nurses to better discharge the duties and responsibilities of the profession.

(Authorized by section 74-1102 of the General Statutes of 1935, also section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-2-5. *Procedure for Accreditation.*

##### A. *Accreditation of a new school of nursing.*

1. An institution desiring to establish a new school of nursing, or to have a school reaccredited, shall make a written request for a copy of the *Requirements and Recommendations for an Accredited School of Nursing*. If the institution believes that it can meet the requirements a request for a survey of its facilities shall be sent to the secretary-treasurer of the state Board.
2. The state inspector or examiner of schools of nursing together with one or more members of the Board shall survey the institution.
3. A written report of this survey shall be presented to the Board. If this report indicates that the institution would be able to provide an adequate program of instruction and experience to students, an application form will be sent.
4. Applications for accrediting shall be made upon forms approved by this Board, which shall show in detail that the school is adequately equipped and prepared to meet the minimum requirements herein specified. Such application for accrediting shall be accompanied with a fee of fifteen dollars (\$15).
5. On receipt of the completed application together with the accreditation fee of fifteen dollars, the Board shall fully investigate the application and if such investigation discloses that the school possesses the minimum requirements the school may be accredited for one year, and the graduates from such period will be privileged to take the examination for registration upon meeting the other requirements of these rules.
6. The secretary-treasurer shall send the certificate of accreditation to the authorities of the institution together with a copy of the report and with definite recommendations for the conduct of the school of nursing.
7. This accreditation will be effective until the next annual meeting of the Board when the annual report and the annual fee of fifteen dollars (\$15) shall be filed with the secretary-treasurer of the Board.

##### B. *Reaccreditation.*

1. An annual reaccreditation of schools of nursing is required. A form for the annual report for accredited schools of nursing will be mailed to the director of nurses preceding the annual meeting of the Board. This report for the fiscal year ending June 30 with the required fee of fifteen dollars (\$15) shall be returned to the office of the secretary-treasurer of the Board not later than July 1.
2. No school shall be denied reaccreditation by the Board without adequate notification or warning.

3. A school notified of such impending action unless certain requirements are met, may automatically be denied reaccreditation at the next annual meeting of the Board without further notice, unless there is satisfactory evidence that the requirements, as specified, have been met.

(Authorized by section 74-1102 of the General Statutes of 1935, also section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-2-6. *Closing of a School of Nursing.*

- A. A school desiring to close shall communicate with the office of the State Board for Examination and Registration of Nurses.

#### B. *Custody of the Records.*

1. If the school closes and the hospital continues, the final student record for all students shall be completed with the signature of the director of the school of nursing and the hospital shall be responsible for the safe keeping of the records of the school of nursing.
2. If the hospital closes these records shall be filed in the office of the Kansas State Board for Examination and Registration of Nurses.

(Authorized by section 74-1102 of the General Statutes of 1935; compiled August 14, 1947.)

#### 60-2-7. *Change of Ownership.*

- A. When a hospital changes ownership the authorities shall be required to request accreditation, and shall use the procedures for the accreditation of a new school of nursing.

(Authorized by section 74-1102 of the General Statutes of 1935, also section 64-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

### Article 3. GENERAL REQUIREMENTS FOR ACCREDITED SCHOOLS OF NURSING

#### 60-3-1. *Incorporation.*

- A. The school of nursing or the institution of which it is a part shall be incorporated.

(Authorized by section 74-1102 of the General Statutes of 1935, also section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-3-2. *Hospital.*

- A. The hospital in which students are to have their clinical practice shall meet the following conditions:
  1. Shall be general in type.
  2. Shall be registered by the American Medical Association.
  3. Shall be approved by the American College of Surgeons.
  4. Shall have been in operation at least one year immediately preceding application for accreditation of the school of nursing.
  5. Shall provide adequate clinical experience in medical, surgical, pediatric and obstetric services and in diet therapy.
  6. Shall have obstetric and pediatric services segregated, and it is recommended that the medical and surgical services be segregated.

#### B. *Affiliations.*

1. Hospitals which do not provide sufficient amount of experience in a given service shall be required to supplement such experience by affiliation.



2. All affiliations must be approved by this Board.

(Authorized by section 74-1102 of the General Statutes of 1935, also section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-3-3. *Size of School of Nursing.*

A. Inasmuch as a school of nursing must give a continuous theoretical and practical course of training, there must be sufficient number of students to make this possible. For that reason this Board feels that it is reasonable to make the following interpretation of the law in order to give it effect, and provide adequate training for the students.

1. No school with an enrollment of less than fifteen students shall be considered adequate in size.
2. No class of less than five students shall be considered adequate for admission.

(Authorized by section 74-1102 and section 65-1101 of the General Statutes of 1935, and section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-3-4. *Required Reports.*

A. The following reports are due in the office of this Board on the dates indicated below:

1. Quarterly Reports—January 1, April 1, July 1, October 1.
  - a. Admissions with high-school transcripts.
  - b. Withdrawals.
2. Semiannual Reports—January 1, July 1.
  - a. Segregated services.
  - b. Therapeutic diets.
3. Annual Report of School of Nursing—July 1.
4. Nursing Faculty Qualifications—September 1.
5. Curriculum for ensuing year—September 1.
6. Nurse Census—January 1.

(Authorized by section 74-1102 of the General Statutes of 1935, and section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-3-5. *Facilities for Instruction.*

A. Class and Lecture Rooms.

1. The number needed will depend upon the length of class periods, the number of times classes meet weekly, and the number of times that courses are given during the year.
2. The size of the classrooms will depend on the number of students enrolled, but there should be one room large enough to accommodate the entire student body and faculty.

B. Science Laboratory.

1. A laboratory for teaching the science courses is required, unless these courses are taught in a college or university. This laboratory shall be in addition to the hospital laboratory.

C. Nursing Arts Laboratory.

1. A nursing arts laboratory is required, adequate in size to accommodate the number of students admitted.
2. The equipment should be as nearly as possible the same as that used in the hospital.

D. Dietetic Laboratory.

1. Unless this subject is taught in a college or university, there shall be a dietetic laboratory separate from the hospital kitchen.

E. Library.

1. Every school of nursing shall have a professional library.

2. The seating and study facilities shall not be less than enough to accommodate one-third of the student body at one time.
3. The library holdings shall include the nursing textbooks and advanced reference books on all clinical subjects taught in the school.
- F. All classrooms, laboratories and libraries shall be well lighted and ventilated and the equipment shall be adequate to give the students the training required by these rules.
- G. Ward Teaching Facilities.
  1. Each service shall provide facilities for use when conducting ward classes.
- H. Offices.
  1. The director of nurses shall have a private office, and there shall be one or more offices for the instructors and for the dietitian.

(Authorized by section 74-1102 of the General Statutes of 1935, and section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-3-6. *Faculty.*

- A. The term faculty as herein used refers to those registered nurses who devote the major part of their time to the administration, instruction or supervision of student nurses.
- B. Size of Faculty.
  1. The minimum faculty for an accredited school of nursing in Kansas shall include:
    - a. Director of Nurses.
    - b. Night Supervisor (Assistant Director of Nurses).
    - c. Instructor of Sciences (unless taught in a college).
    - d. Instructor of Nursing Arts.
    - e. Medical Supervisor.
    - f. Surgical Supervisor.
    - g. Obstetric Supervisor.
    - h. Pediatric Supervisor (if there is a pediatric department).
    - i. Operating-room Supervisor.
    - j. Dietitian.
- C. Qualifications and Preparation of Faculty.
  1. Director of Nurses.
    - a. The ideals and standards of the school are largely dependent upon the director of nurses. She should have strength of character, leadership and vision. Her qualifications and preparation should be in advance of the other members of the faculty.
    - b. She shall have spent at least two years in an accredited college or university in a course of study in general science or liberal arts, and in addition thereto shall have received specialized professional education in the field of nursing.
  2. Instructors.
    - a. The instructors shall have spent at least two years in an accredited college or university and in addition thereto have received specialized professional education in subjects which they are teaching.
  3. Supervisors and Head Nurses.
    - a. Supervisors and head nurses need not have had the two years general college course, but must have had specialized preparation in supervision and ward management.

4. Dietitian.

a. The dietitian must be registered by the American Dietetic Association.

5. All nurse members of the faculty must be registered in Kansas, and it is recommended that they be members of the American Nurses Association and of the National League of Nursing Education.

(Authorized by section 74-1102 of the General Statutes of 1935, and section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

60-3-7. *Student Nurses.*

A. Selection and Admission.

1. Students are to be admitted in classes at regular periods. The number of periods and the number of students shall be planned in relation to the clinical material available for teaching in the hospital, the teaching facilities, and the housing facilities.
2. If the basic sciences are taught in a college, the date of admission of students should be planned to correspond to the periods when this instruction is available at the college.

3. Admission Requirements.

- a. Shall be at least eighteen (18) years of age. Any exception to this rule must be approved by this Board.
- b. Shall be graduated from an accredited high school or have an education equivalent thereto. Students should be selected from the upper one-third of the class if possible, and from not less than the upper half of the high-school class.
- c. Selection of applicants shall be from those having superior educational, mental and physical qualifications. Standardized tests should be given all prospective students. The prenursing and guidance testing service of the National League of Nursing Education is recommended.
- d. Shall be of good character and show desirable personal qualifications and attitudes.
- e. The record of all admissions together with the secondary school record shall be sent to the office of the secretary-treasurer of this Board with the Quarterly Report of Admissions.

B. Resignation and Dismissal of a Student Nurse.

1. Upon the resignation or dismissal of a student nurse from a school of nursing in Kansas, a statement of reason for withdrawal must be recorded on the student final record and reported to the secretary-treasurer of this Board on the Quarterly Report of Withdrawals.

C. Transfers of Student Nurses.

1. Before a transfer student can be accepted, her records shall be obtained from the school of nursing in which the student nurse is or was enrolled.
2. The school that accepts the transfer student shall evaluate her credits and submit them with recommendations to the secretary-treasurer of the Board for approval.
3. Any transfer student shall spend at least the last twelve (12) consecutive months of her course in the school which grants her diploma.

D. Promotion and Graduation Requirements.

1. A definite policy concerning the level of work which students must maintain in order to continue in the school shall be established.

2. A student shall not be granted a diploma until she has completed the entire course in theory and clinical experience. The date of the diploma shall be the date of completion of course, not the date of commencement or graduation.

#### E. Student Welfare.

##### 1. Residence Facilities.

- a. The nurses' residence shall be separate from the hospital.
- b. It shall provide for personal safety, recreation and social life of the students.
- c. It shall have proper conditions for living and study.
- d. Satisfactory home management.
  - (1) The residence shall be under the supervision of a matron. Supervision shall cover both day and night, and arrangements shall be made for the relief of the matron.
  - (2) It shall be the duty of the matron to see that the living quarters and conditions comply with the requirements of these rules.

##### 2. Health Program.

- a. The health program shall be positive and inclusive, and health information shall be given students early in their course.
- b. Health service shall include:
  - (1) Annual physical examinations for each student.
  - (2) Twenty-one days sick leave shall be allowed for actual time lost by illness during the three-year period.

##### 3. Vacations.

- a. An annual vacation of three weeks is required and not to exceed four weeks in any one calendar year. Time off duty for illness shall not be counted as vacation time.

##### 4. Student Hours on Duty.

- a. The total weekly hour schedule in both class and clinical practice shall not exceed *forty-eight* hours either day or night.

##### 5. Night Practice.

- a. Students shall not be assigned to night or evening duty until they have completed six (6) months in the school of nursing.
- b. Students on night or evening duty shall be under the supervision of a registered nurse at all times.
- c. Night or evening duty periods shall not exceed four weeks.

##### 6. Penalties.

- a. Students shall not be deprived of days off duty or required to remain in the school an additional length of time as a penalty for misconduct.

(Authorized by section 65-1101 and section 74-1102 of the General Statutes of 1935, and section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-3-8. *Records.*

- A. A complete record of theory and practice shall be kept for each student. These include:

##### 1. Admission records:

- a. Application for admission.
- b. Preëntrance medical record.
- c. Preëntrance dental record.



- d. Personality reports.
- e. Secondary school records.
- 2. Nursing School Records.
  - a. Health record.
  - b. Student record of case assignments.
  - c. Personality and Progress reports.
  - d. Class attendance record.
  - e. Affiliation record.
  - f. Student Final record.

B. All records shall be kept up-to-date and available for inspection at all times.

C. Records published by the National League of Nursing Education are recommended for use.

(Authorized by section 74-1102 of the General Statutes of 1935, and section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)

#### 60-3-9. Educational Program.

##### A. Length of Course.

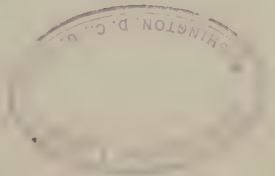
1. The length of the course in the school of nursing shall be thirty-six (36) months.
2. Not less than five or more than nine months of the beginning period shall include a preliminary course of training.

##### B. The Curriculum.

1. *Suggested Curriculum for Schools of Nursing in Kansas* should be used as a guide. It is understood that the hours and the subjects given are the *minimum* required. Each school is expected to determine how far it can go beyond this, taking into consideration its own situation. While some schools will be unable to reach more than this minimum, the majority have been surpassing it and will continue to do so.
2. The curricula should be similar but need not be identical in the schools of nursing in the state, for example, schools with one or more affiliations will need to complete the program in the home school in a shorter length of time, and first year subjects will need to be rearranged for schools where pre-clinical sciences are taught in a college.
3. No school will be considered as having an adequate curriculum which does not divide its studies on approximately the following basis:
  - a. Biological and physical sciences, 20 percent.
  - b. Social sciences, 15 percent.
  - c. Medical sciences, 25 percent.
  - d. Nursing and allied arts, 40 percent.
4. A Curriculum Guide for Schools of Nursing, published by the National League of Nursing Education, should be used in planning the sequence and content of the courses and the school of nursing should conform substantially to the standards specified in this publication.

C. In addition to the theoretical instructions above set out, there shall be included instructions in bedside nursing, including the care of medical, surgical, obstetrical and pediatric patients.

(Authorized by section 74-1102 of the General Statutes of 1935, and section 65-1104 of the 1945 Supplement to the General Statutes of Kansas; compiled August 14, 1947.)



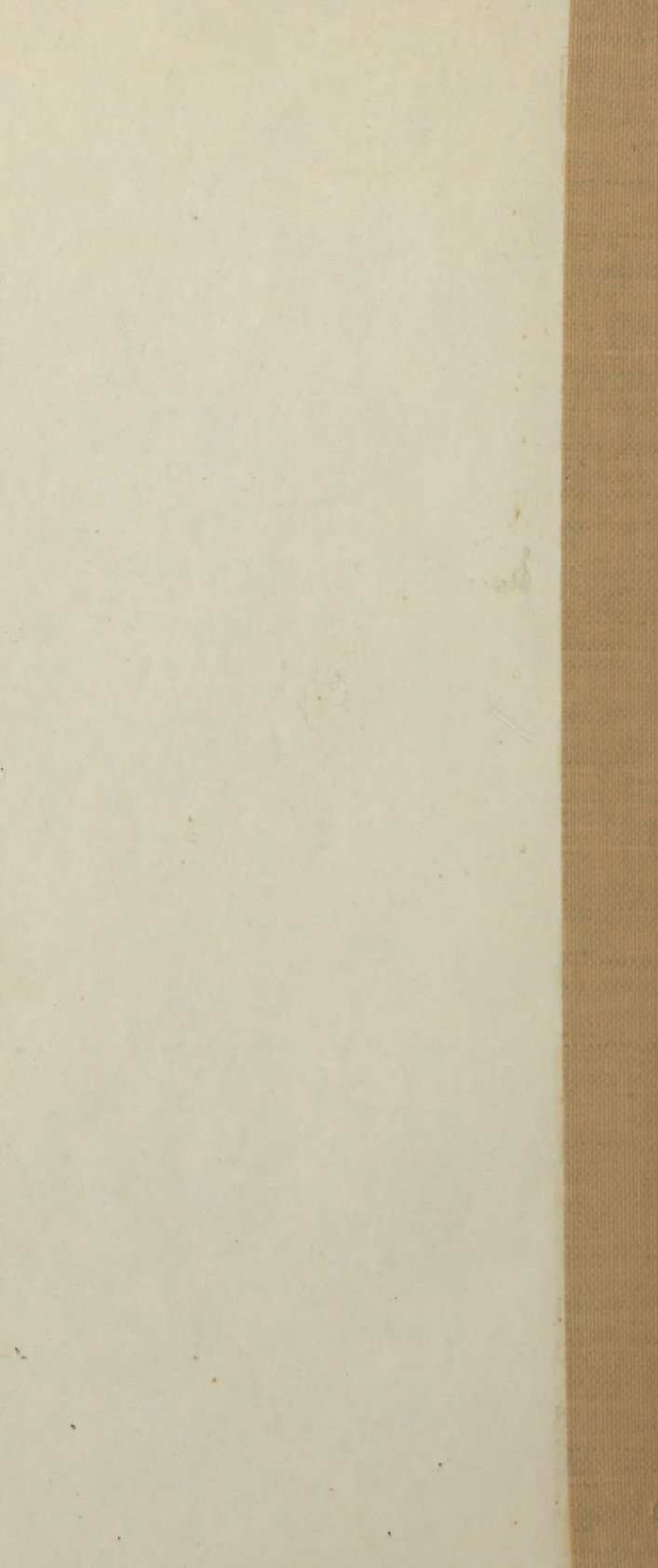












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